

24

**THE WORK AND FUNCTIONS
OF THE DIVISION
OF
INVESTIGATION
U. S. DEPARTMENT OF JUSTICE**

★★★★★★★

*John Edgar Hoover, Director
Washington, D. C.*

Published for the information of Law-Enforcement
Officials and Agencies

May 1, 1934

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

INTRODUCTION

"The administration of the Division of Investigation, U. S. Department of Justice is based upon the well understood rule and policy that all Special Agents in the field must work in close cooperation with police officials in their respective jurisdictions."*****
"The Identification Unit is at your service every day of the year. I trust that you will avail yourselves at all times of its desire to be of service to you." These quotations are from addresses made to peace officers by the Director of the Division of Investigation, and disclose a fundamental policy of cooperation and service governing the operations and administration of this organization.

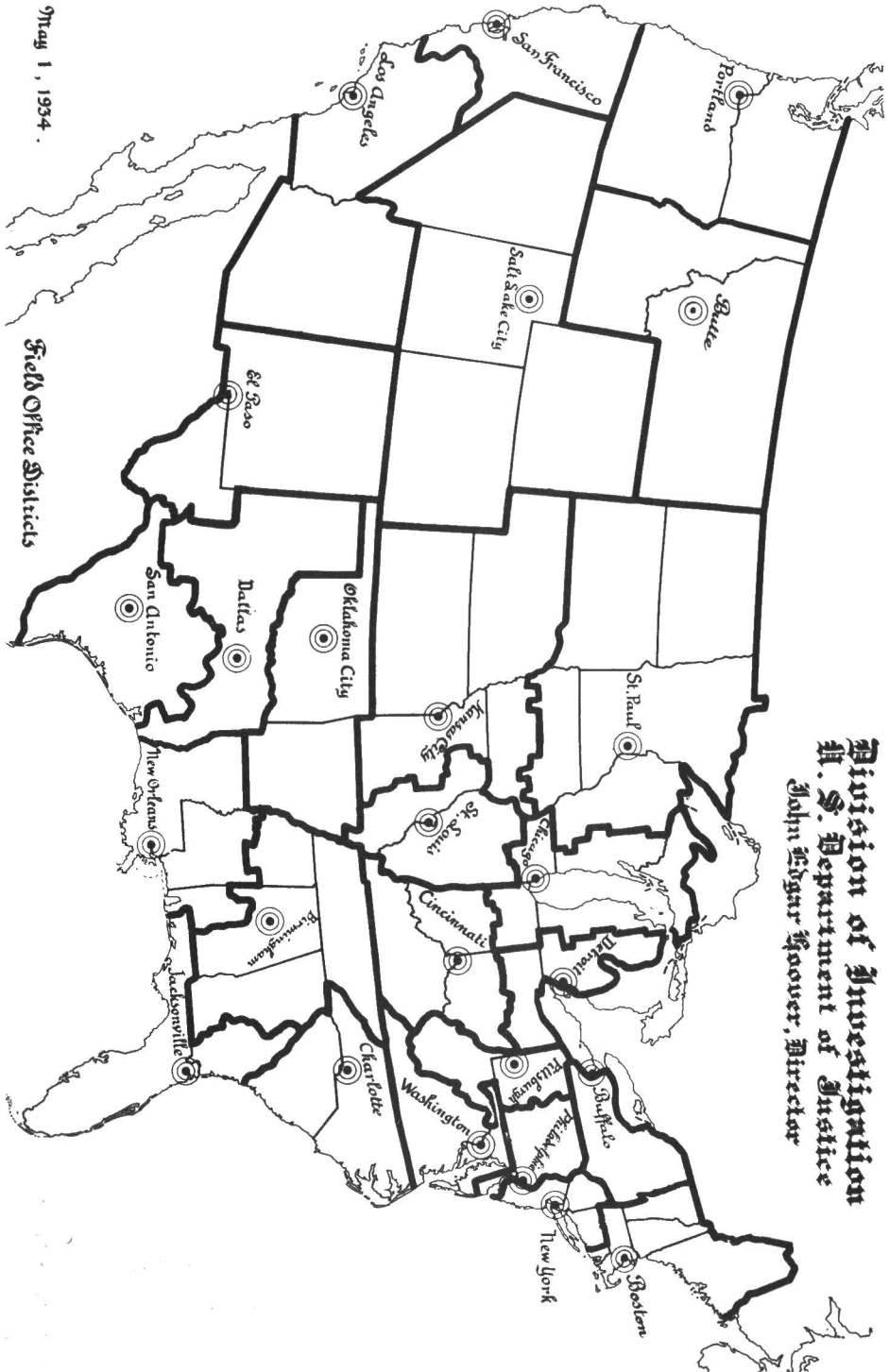
This publication is issued for the purpose of acquainting law-enforcement officials and agencies with the work and functions of the Division of Investigation, U. S. Department of Justice. By this means it is hoped that there will be brought to peace officers information which will tend to acquaint them with the types of service which are available, and for the further purpose of encouraging a wider use of the facilities of this Division. There is being presented an outline of the investigative, fingerprint identification, and technical laboratory crime statistics functions of the Division, and it is suggested that this publication be retained for your future reference and guidance whenever an opportunity arises for you to acquaint yourself in greater detail with these functions. In the event any regularly constituted law-enforcement official or agency is not at the present time making use of the facilities of this organization, or in the event there has been a limited participation in these functions, you are invited to make full use of the opportunities in connection with the various functions herein outlined.

It is a pleasure to quote the following statement from an address by the Attorney General of the United States concerning the Department of Justice, of which this Division is an integral part:

"In brief, I aim at a sane, wholesome administration. The Department of Justice belongs to the people of America. It is their servant ministering to their needs and I bespeak for it the support and the good opinion of all law-abiding citizens."

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

Birmingham
Boston
Buffalo
Butte
Charlotte
Chicago
Cincinnati
Dallas
Detroit
El Paso
Jacksonville
Kansas City
Los Angeles
New Orleans
New York
Oklahoma City
Philadelphia
Pittsburgh
Portland
Salt Lake City
San Antonio
San Francisco
St. Louis
St. Paul
Washington



May 1, 1934.

Field Office Districts

Division of Investigation
U. S. Department of Justice
John Edgar Hoover, Director

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

The Division of Investigation has no prosecutive jurisdiction or control. The prosecution of violations of Federal laws is a function of the United States Attorneys in the various Federal judicial districts throughout the United States. All information obtained by employees of this Division relative to alleged violations of Federal laws is submitted to the United States Attorney for his information and guidance to determine whether prosecutions should be initiated against the individuals involved.

The following summarized information deals with some of the more frequent types of violations of Federal laws over which this Division has investigative jurisdiction. From an examination of this information there will be found an indication of the facts which the Division desires to receive from State or local officials when Federal prosecution is desired in order that an appropriate investigation may be made and the facts submitted to the United States Attorney:

ANTITRUST LAWS

The Division of Investigation is charged with the duty of collecting evidence of violations of the Federal antitrust laws. Violations of these statutes are usually reported by business concerns which have suffered injury through reason of a combination or conspiracy operating in restraint of trade between the States. Any information regarding contracts, combinations, or conspiracies in restraint of interstate trade, or tending toward a monopoly, and any acts of interference with interstate trade or commerce should be reported.

BANKRUPTCY VIOLATIONS

It is the duty of the Division of Investigation to investigate alleged violations which occur in the administration of the National Bankruptcy Act. Violations of this act are usually reported by referees in bankruptcy, trustees, credit associations, or creditors. However, the Division will appreciate receiving any information which you may obtain relative to violations of this act, such as concealing money, merchandise, or property either before or after the filing of the bankruptcy petition; concealing, destroying, mutilating, or falsifying books and records before or after the bankruptcy petition was filed; receiving concealed property, or perjury or false claims.

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

Information that shipments were made from the bankrupt store late at night or in a covert manner; that vans or trucks were loaded at the bankrupt's premises; that the bankrupt hastily liquidated his affairs immediately prior to closing by sacrifice or below-cost sales, all are significant of irregularities and are a material aid to the progress of the investigation. Attempts on the part of the bankrupt to collect old accounts after proceedings have been instituted also indicate possible violations.

CRIMES ON GOVERNMENT RESERVATIONS

The investigation of crimes committed on Government reservations, including Indian reservations, or in any Government building, or on other Government property, is under the jurisdiction of the Division of Investigation, and any information concerning such crimes should be forwarded to the nearest field office.

ESCAPED FEDERAL PRISONERS AND FUGITIVES

The Division of Investigation conducts investigations for the purpose of locating and causing the arrest of persons who are fugitives from Justice by reason of violations of the Federal laws over which the Division has jurisdiction, of escaped Federal prisoners, and parole and probation violators. When the arrest of a Federal fugitive from justice is not brought about within a reasonable time, there is issued what is known as an Identification Order, which is distributed to peace officers in all parts of the country. These Identification Orders contain the name, photograph, fingerprints and description of the fugitive together with all available information which might prove helpful in bringing about his arrest. When the fugitive is apprehended an Apprehension Order is issued so that all efforts to locate the individual may be discontinued. If you do not already receive these orders, the Division will be pleased to place your name on the mailing list.

It is highly important in investigations relating to fugitives from justice that any information secured be forwarded to the nearest field office without delay. The cooperation of State and local officials in this regard will be appreciated.

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

IMPERSONATION

Whenever information is received by a peace officer or law-enforcement official which indicates that an individual has falsely claimed to be an officer or employee of the United States and that such individual fraudulently acted as if he were a Federal officer, or that he obtained or demanded anything of value, such as loans, credits, money, documents, or the cashing of checks, such information should be transmitted to the Division of Investigation, which will begin an immediate inquiry to determine whether a Federal law has been violated.

KIDNAPING

Under the provisions of an Act of Congress approved by the President on June 22, 1932, whoever transports or aids in transporting in interstate or foreign commerce any person who has been unlawfully seized, confined, inveigled, decoyed, kidnaped, abducted, or carried away by any means whatsoever and held for ransom or reward, is guilty of violating a Federal law. Also, if two or more persons enter into an agreement, confederation, or conspiracy to violate the provisions of this act and do any overt act toward carrying out such unlawful agreement, confederation, or conspiracy, such person or persons are guilty of violating the Federal kidnaping law. Cases of this nature are investigated by the Division of Investigation and any information in the possession of law-enforcement officials indicating a violation of this law should be transmitted to the nearest field office.

LARCENY FROM INTERSTATE SHIPMENTS

Any facts which indicate that any person or persons have stolen anything being shipped from one State to another State, from any freight or express shipment or passenger car, or that any person has received anything which was stolen from such shipments should be reported to the proper field office.

NATIONAL BANK AND FEDERAL RESERVE ACTS

These statutes specify criminal offenses on the part of employees or agents of institutions coming under the jurisdiction of the above acts, such as embezzlement, abstraction, or misapplication of funds, and the making of false entries in the books of a national bank or a member bank of the Federal Reserve System, or in reports to

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

the Comptroller of the Currency. The Division of Investigation has investigative jurisdiction over such offenses and desires to receive any information indicating a violation of the provisions of these acts.

NATIONAL MOTOR VEHICLE THEFT ACT

Persons who transport a stolen motor vehicle from one State to another State, knowing the same to have been stolen, may be prosecuted in the United States courts for the transportation of the stolen vehicle. Also, persons who receive, conceal, store, barter, sell, or dispose of any motor vehicle moving as, or which is a part of, or which constitutes, interstate or foreign commerce, knowing the same to have been stolen, may be prosecuted in the United States courts under this act, which is also known as the Dyer Act.

When an individual is found in possession of an automobile and there is reason to believe that his possession of the motor vehicle is not lawful and that the said motor vehicle has been stolen and transported in interstate or foreign commerce, if the facts are called to the attention of the Division an investigation will be made to determine whether there has been a violation of the National Motor Vehicle Theft Act.

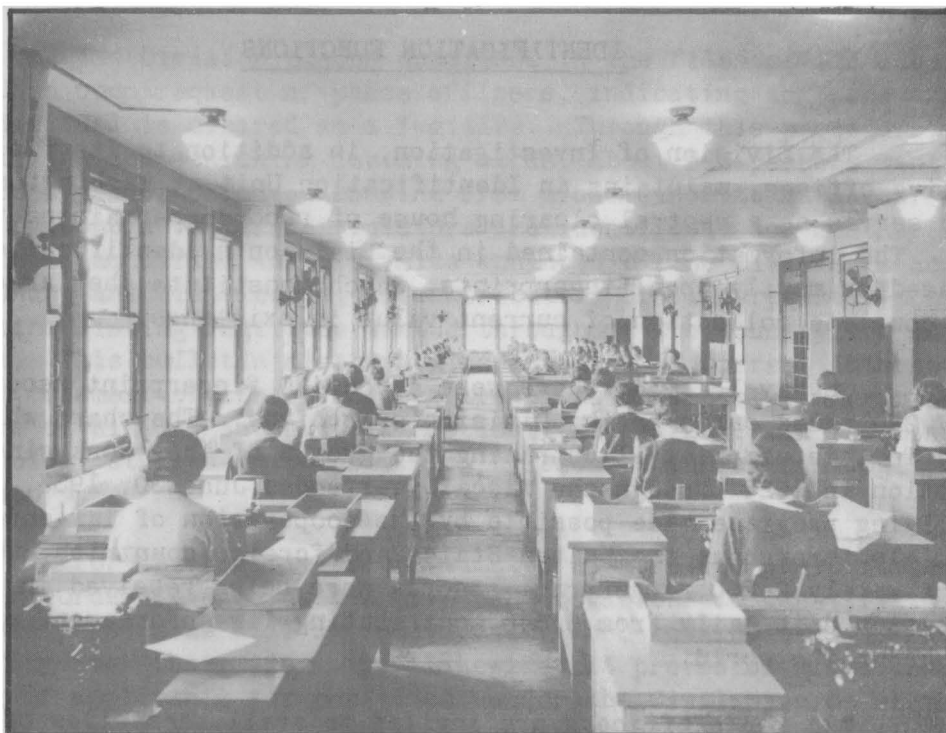
THEFT, EMBEZZLEMENT, OR ILLEGAL POSSESSION OF GOVERNMENT PROPERTY

It is a violation of a Federal law to embezzle, purloin, or steal any property of the United States, or to receive such property knowing the same to have been stolen. This Division has investigative jurisdiction over offenses of this nature.

WHITE SLAVE TRAFFIC ACT

The White Slave Traffic Act is frequently referred to as the Mann Act. This act provides that any person who shall knowingly transport or cause to be transported, or aid or assist in obtaining transportation for, or in transporting, in interstate or foreign commerce, any woman or girl for the purpose of prostitution or debauchery, or to engage in other immoral practices, shall be deemed guilty of a felony. The Division of Investigation is desirous of receiving any information which comes to your attention indicating a violation of this act.

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION



Photograph of the Typing Section - Identification Unit



Photograph of a Portion of the Technical Section of the Identification Unit

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

IDENTIFICATION FUNCTIONS

The Division of Investigation, in addition to its field investigative offices, maintains an Identification Unit at Washington, D. C., which serves as a central clearing house of records pertaining to criminals. The information contained in the Division's identification files is based primarily upon fingerprints, which constitute the largest and most complete collection of current value in existence.

On May 1, 1934, there were 4,266,420 fingerprint records and 5,397,220 index cards in the Division's archives. The chart which appears in this pamphlet illustrating the growth of this work since its inception in 1924 through the fiscal year ended June 30, 1933, reflects gratifying progress made possible by the cooperation of law-enforcement officials throughout the United States and foreign countries. On May 1, approximately 2,200 fingerprint records were being received in the Identification Unit daily from 6,646 contributing law-enforcement agencies throughout the world.

All peace officers are invited to avail themselves of the data on file in the Identification Unit of the Division of Investigation. The service is given without cost to all regularly constituted law-enforcement officers and agencies desiring it. Fingerprint cards, franked envelopes, the pamphlet entitled "How to Take Fingerprints", and disposition sheets for the purpose of reporting dispositions to the Division are supplied gratis. The Division also furnishes upon request copies of its pamphlets on the subject of latent fingerprints; court decisions as to the legality of taking fingerprints and the admissibility of fingerprint evidence; and the modification and extension of the Henry System of Identification, devised by the Division's experts and applied to its own technical files.

Upon receipt of a fingerprint card from a contributing law-enforcement agency, a letter giving the criminal record, or informing of the fact that no prior record has been located, is sent to the contributor. An additional copy of the letter citing a prior record is transmitted in arrest cases for the benefit of the prosecutor as an aid in prosecuting the individual who has a previous record of arrest. This record is also of value to the Judge before whom a case is tried, as it is oftentimes studied before determining the length and character of sentence which the court imposes on a convicted person.

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

The Division places notations in the files of its Identification Unit upon request of peace officers, indicating that the arrest of an individual is desired as a fugitive. Through this procedure, after classifying and searching incoming cards, about 365 persons wanted for various types of offenses ranging from misdemeanor to murder or as escaped prisoners or parole violators are identified each month. This service is amplified and its value enhanced by the Division's action in publishing and distributing to contributors of fingerprints, monthly bulletins listing fugitives wanted throughout the country for major crimes. This bulletin also contains articles of current interest to law-enforcement officers, such as treatises on latent fingerprints, ciphers or similar subjects of a scientific character in the field of criminology studied in the Division's research and criminological laboratory.

For the benefit of constituted authorities these fingerprint records are also used on frequent occasions to identify unknown deceased persons as well as individuals, who, because of some malady, have forgotten their identity. Likewise, it proves of value in determining if applicants for positions, under the Civil Service of the Federal, state, county or municipal governments, have a previous record on file which might show the applicant is not of a proper character to receive the appointment.

In maintaining its fingerprint files, the Division of Investigation employs the Henry System with current extensions, which utilizes all 10 fingers considered as a unit for the classification and filing of prints. In addition there is maintained a separate collection of fingerprints of kidnapers and extortionists, which are filed individually or singly. This collection is an auxiliary to the main file and is used primarily for the purpose of identifying latent fingerprints left at the scenes of crimes by kidnapers and extortionists. Unless latent fingerprints of such offenders are those of the individuals whose separate impressions are filed in the single-print collection, it is difficult for the Division to identify the latent prints. However, if the names or aliases of any suspects are furnished the Division together with descriptive information, then the actual prints may be compared with the latent impressions and thus it may be possible to establish an identification.

In conducting its identification work, the Division of Investigation is essentially a cooperative organization and can furnish to contributing law-enforcement agencies only that information which it receives from them. The assistance of the police, sheriffs, wardens, state identification bureaus, and similar agencies has been

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION .

very gratifying, but despite the splendid results which have been accomplished, it is felt that this Division can render even more effective service when it receives all of the fingerprint records which law-enforcement officials are in a position to furnish. It is obvious that even better service can be given by the Division as its records become more complete. All peace officers are therefore invited to make the fullest possible use of this cooperative project.

A pamphlet has been prepared and is available entitled "How to Take Fingerprints," which contains instructions concerning a simple and standardized method of taking fingerprints, and which also refers further to the Division's identification activities, including its participation in an international exchange of fingerprints with the identification bureaus of foreign countries for the purpose of identifying criminals who may have records of an international character. The prints of persons arrested in the United States will be sent upon request to any of these foreign identification bureaus. Any law-enforcement officer who is now, or may desire to become a contributor of fingerprints to the Division of Investigation in its identification work, will be supplied with a copy of this pamphlet upon request. The cost of the equipment necessary to take the prints is trivial; in fact it may be improvised locally with but slight expense. This Division will supply the needed cards and envelopes which require no postage, without cost, while the benefits of the information furnished by the Division are manifold and so far outweigh the relatively small amount of work involved, that the service is usually continued after initial fingerprinting activities are started.

CRIME STATISTICS FUNCTIONS

In accordance with an Act of Congress approved June 11, 1930, the Division of Investigation began the compilation of uniform crime statistics. The collection of such crime data had been initiated by the Committee on Uniform Crime Records of the International Association of Chiefs of Police in January of that year in response to a long-felt need for comparable crime statistics on a nation-wide scale.

The system of uniform crime reporting includes monthly and annual reports of offenses known and offenses cleared by arrest and an annual report of the number of persons charged, i.e., held for prosecution, by the police. This Division provides the necessary return forms and tally sheets, and return envelopes which require no postage. There is also available for distribution to interested law-enforcement agencies the Manual, "Uniform Crime Reporting," which includes detailed instructions with reference to the preparation of the crime reports, and in addition describes and illustrates the police record forms which, if maintained, will make available the data desired in the monthly and annual crime returns submitted to the Division.

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

In order to supplement the statistics obtained from the records described above, the Division periodically makes tabulations of data from the fingerprint cards currently received from law-enforcement officials throughout the country. The information tabulated from these records pertains particularly to the age and previous criminal history of persons arrested and fingerprinted. This information, together with the data obtained from the uniform crime reports, is published in a quarterly bulletin which is mailed to all interested law-enforcement officials, as well as others having a special interest in statistics of this character.

Due in no small measure to the cooperation of police departments and other similar agencies throughout the country the project of collecting uniform crime reports has shown continued progress during the past three years. In 1930 monthly returns were received from 1,127 cities, representing a total population of 45,929,965; in 1931 returns were received from 1,511 cities, representing a total population of 51,145,734; during 1932 there were 1,578 cities, with an aggregate population of 53,212,230, and during the calendar year 1933 there were 1,658 cities, with a total population of 62,357,262, which contributed the crime reports. A majority of the larger cities throughout the country send these reports regularly to the Division. Any law-enforcement officials who are not now contributing such reports are invited to do so, and the necessary blank forms may be obtained without cost from this Division.

TECHNICAL LABORATORY

In the latter part of the year 1932 the Division of Investigation, United States Department of Justice, established a Technical Laboratory to perform work of a scientific character, which might prove of assistance in its investigative cases. Previously, it had been customary in instances considered desirable for the Division to have technical experts outside its organization to make scientific analyses. The importance and growth of this phase of the Division's investigative activity and the desirability of having the work under its close supervision led to the conclusion that the establishment of a Technical Laboratory was essential.

The development of the Laboratory has been carefully planned by the Division with the assistance and advice of Dr. Wilmer Souder, a well-known and recognized authority in the field of scientific endeavor. Dr. Souder, who is at present acting in an advisory capacity in the further development of the Laboratory, has been engaged as a scientist by the Bureau of Standards for a period of eighteen years and has devoted the principal portion of his time to handwriting, typewriting and ballistics identification. His advice and experience have rendered invaluable

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

service to the Division in the training of the Laboratory personnel and in obtaining equipment which is considered the most desirable and essential for the performance of its work.

Some of the instruments used in the technical work include the comparison microscope, in which the images of two separate bullets are brought within a single eyepiece for comparison; the binocular microscope which uses low magnification for the examination of handwriting, typewriting and other specimens with which it is an advantage to utilize the stereoscopic principle; the research microscope which enables magnification up to 1400 times to be obtained; the ultra-violet lamp for the examination of the fluorescent and phosphorescent appearances of objects and substances through which they may be identified; special cameras for photographing specimens; chemical apparatus for the examination of blood stains, qualitative and quantitative analyses; delicate balances, and similar instruments.

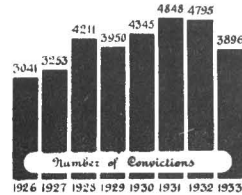
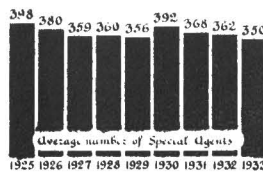
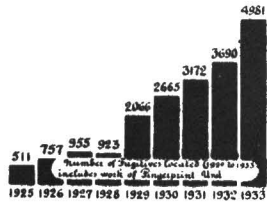
At the present, examinations are made in the Laboratory of documents or letters to determine the identity of the typewriting or the handwriting appearing thereon, the existence of watermarks and any other information which may prove helpful in the investigation of the case. In addition, ballistics is considered an important phase of the scientific work and comparisons are made whenever the occasion demands of bullets and exploded shells. Moulage is another feature which the Laboratory is equipped to undertake. This consists of the making of casts of parts of the human body and these casts are frequently of value in the trial of a case to show the exact location of the wound or for identification purposes. Micro-analyses of hairs and fibres are likewise considered as an essential and important part of the technical duties, and chemical analyses of stains including blood tests are performed from time to time.

At this time considerable Laboratory research is being conducted. Further there are being obtained complete collections of watermarks, tire tread patterns, bullets, cartridges and powders and typewriting specimens to assist in the performance of the Laboratory examinations as outlined above. These standard specimens will be located in the Laboratory and will be made available to all law enforcement officials desiring to utilize them.

WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

Division of Investigation U. S. Department of Justice

J. Edgar Hoover, Director

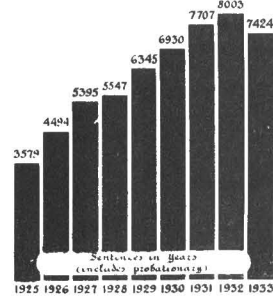
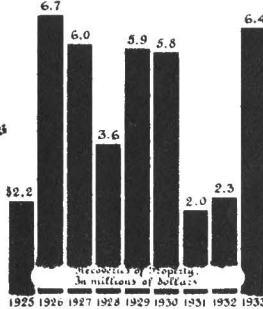


Washington, D. C., Sept. 1, 1933.

Comparative Accomplishments

by Fiscal Years.

July 1, to June 30.



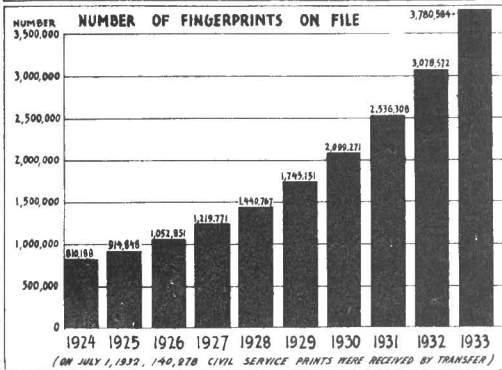
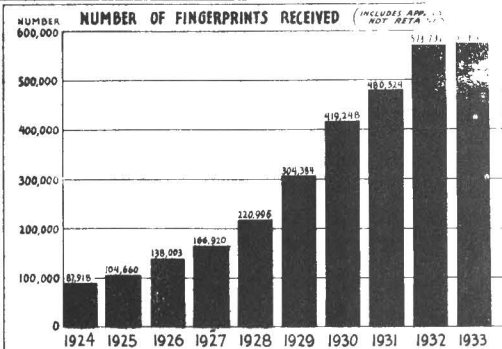
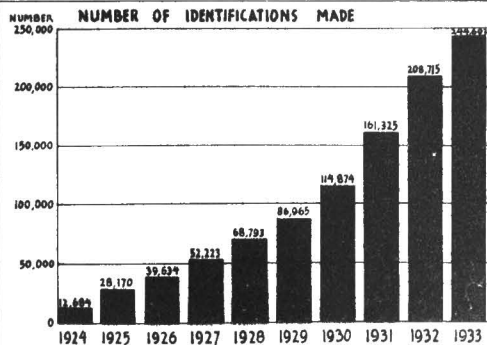
Note:- Convictions secured in 95.51% of all cases brought to trial during fiscal year 1933.

Note:- The decrease in convictions and sentences for the fiscal year 1933 was due to departmental instructions, based upon the economy program, referring prosecution to state authorities where dual jurisdiction existed.

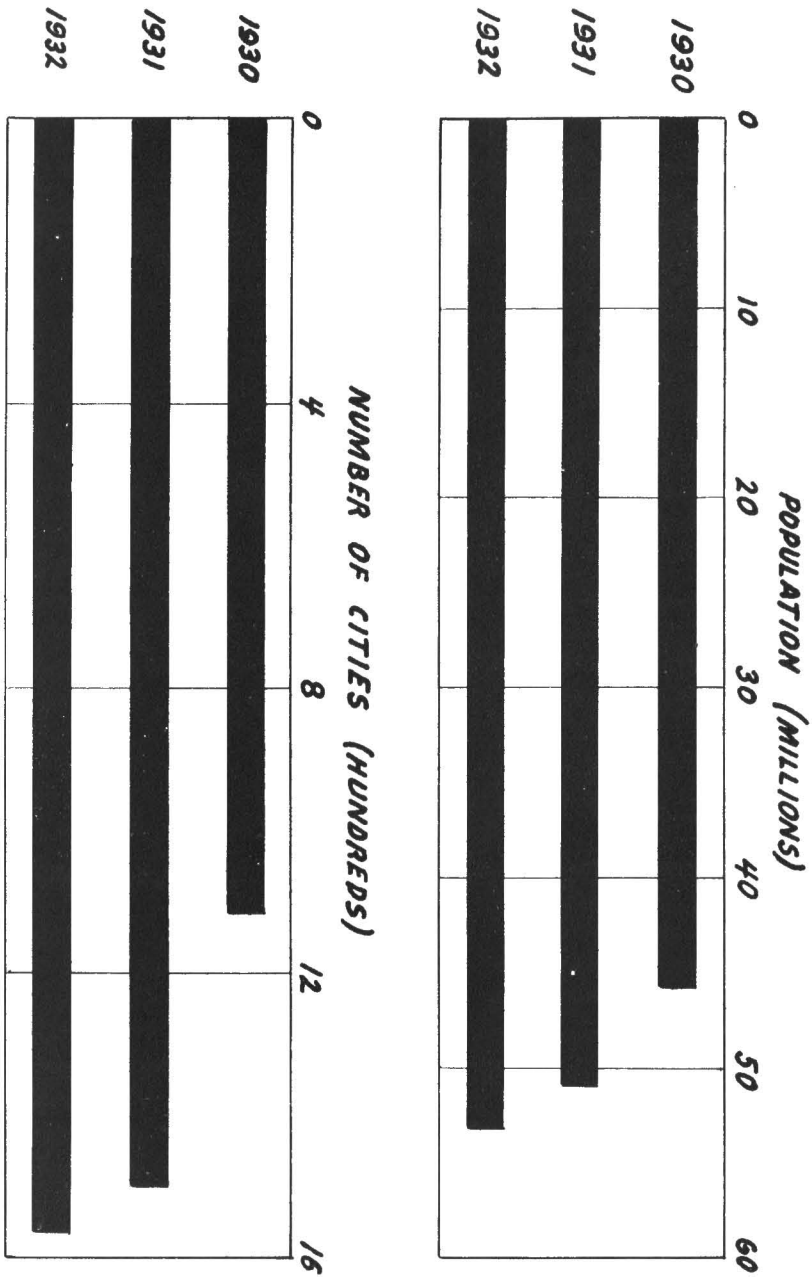
Division of Investigation U. S. Department of Justice J. Edgar Hoover, Director

Statistical chart indicating accomplishments
of the fingerprint unit during the
fiscal years 1924-1933 inclusive

9-1-33



Reporting Area and Population Represented 1930 - 1932 UNIFORM CRIME REPORTS



WORK AND FUNCTIONS OF THE DIVISION OF INVESTIGATION

CONCLUSION

The growth and development of the functions of this Division are matters in which we all can take considerable pride. Because of the fact that this growth and development have been the result of a united cooperative endeavor and because law-enforcement officials and agencies throughout the Nation have as a result of their cooperation made this progress possible, it is believed that you will find an interest in the accompanying charts which show the accomplishments during the past several years. In the event more detailed information is desired in connection with the work of the Division of Investigation, it is hoped that you will feel free to confer with any Special Agent of the Division who comes into daily contact with law-enforcement officials and agencies throughout the Nation. In the event you desire additional information concerning the identification and crime statistics functions, your inquiry should be addressed to:

John Edgar Hoover, Director,
Division of Investigation,
U. S. Department of Justice,
Washington, D. C.

The office of the Director is open twenty-four hours each day.

Telephone Number: During daytime National 0185
At night National 7117

May 1, 1934.

